

**CONFIDENTIAL**

14 SEP 1973

PERS 73- 4261

**MEMORANDUM FOR: Deputy Director for Management and Services**

**SUBJECT : Office of Personnel Report - Week Ending  
14 September 1973**

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1. Sum-Up of Recruiters' Conference: During the week the Agency recruiters held their annual conference at Headquarters. [REDACTED] recruiters, both professional and clerical [REDACTED] recruiters, were present. Operating components discussed forthcoming requirements in some depth. Seminars were held. In addition, during the week recruiters had the opportunity to meet and discuss problems with the Director of Personnel, the Deputy Director for Management and Services, and the Director of Central Intelligence. It was one of the most successful recruiters' conferences held in recent years.

2. Advanced Management Course: We prepared material for and presented the Career Development and Personnel Management segment of the initial running of the Advanced Management Training Program.

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3. Visit to the [REDACTED] Office: At the invitation of [REDACTED] of the Office of Security, the Chief, Staff Personnel Division visited Security's [REDACTED] Office today to discuss applicant processing with the [REDACTED] investigators.

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[REDACTED]

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5. Dedication Ceremony: [REDACTED] our recruitment officer [REDACTED] reported that he was a guest last Saturday of [REDACTED] at the dedication of the St. John's University Asian Studies Center.

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has been very cooperative in our recruitment effort. [REDACTED] was

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[REDACTED] Also in attendance were such dignitaries as the former ambassador to the U.N. from Formosa.

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6. Special Bus: [REDACTED] OL Planning Staff, has asked for a tabulation of Agency employees assigned within the metropolitan area by office, by building of assignment, and by zip code. Data is to be used in a study concerning the possibility of establishing a chartered bus service for those employees who, because of their residential location, cannot use public transportation as a means of getting to and from work.

7. Flyers: Flyers for the 1974 Summer Intern Program have been ordered. The number was increased from 1000 to 1250. They will be a different color to distinguish them from this year's (blue) flyers.

8. Space for CFC Workers: Logistics Services Division/OL has advised us that the "workers' space" for the Combined Federal Campaign will be in Room 301, Magazine Building. This is the same location that was used for the CFC in 1972.

9. Co-op Retention Rate: While our retention rate of graduating co-ops increased from 31% to 47%, it is still somewhat lower than the national average of 55%. No one reason predominates. Recently, two have been security rejects. Some went into other fields or to graduate school. Some were not interested in an Agency career or their offices were not interested in them.

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11. Rehired Annuitant: During the week I approved the following retired annuitant case for the CIA Historical Staff:

[REDACTED] --Independent Contractor--one-year contract.

12. Health Benefits Program: The Civil Service Commission has approved benefit changes for the Association Benefit Plan for 1974. The new brochure, which will note these improvements, is being prepared for printing.

13. Proposed New Bulletin Board: Sketches, prepared by Visual Aids/OL, suggesting improvements to the glass enclosed bulletin board in the 1F corridor have been provided the Chairman, Fine Arts Commission (FAC). The FAC will be convened the week of 17-21 September to discuss the proposals.

14. Position Management:

a. A non-standard workweek schedule of six 12-hour days and one eight-hour day has been proposed for Information Services Division. The proposal is now being reviewed.

b. A meeting was held with the Director of Security to arrange for the initiation of the Headquarters survey of the Office of Security on 1 October.

Coming Events

1. Major position management activity for the remainder of the month will be the processing of staffing complement changes incident to the FY 1974 ceiling reductions and organizational changes.

2. Continue preparations for the Combined Federal Campaign.

3. Coordinate all activities connected with the 18 September Annual Awards Ceremony.

4. We have arranged for a Major Show from McDill Air Force Base to be the principal speaker at the 17 September Reserve Meeting. Major Show will discuss the Readiness Command and reorganization in the Army and the value of intelligence reservists serving their active duty in the Readiness Command.

/s/ John F. Blake

John F. Blake  
Director of Personnel

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